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**TO:** Facility Administrators-Regional Centers  
Executive Directors-DSN Boards  
CEOs-Contracted Service Providers

**FROM:** Kathi K. Lacy, Ph.D.   
Associate State Director-Policy

**RE:** Revised Directive 534-02-DD  
New Directive 534-03-DD

**DATE:** September 30, 2010

The below-mentioned department directives were recently revised or created and are now being circulated for comment. Please reference the table below for the number, name, and status of the directive.

Reference #	Directive Title	Status	Applicability
534-02-DD	Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contract Provider Agency	Revised-DRAFT	Regional Centers, DSN Boards and Contracted Service Providers
534-03-DD	The Long Term Care Ombudsman Program	New	Regional Centers, DSN Boards and Contracted Service Providers

DDSN regularly meets with SLED to discuss areas where our analysis of the abuse system requires clarification. At meetings with staff from SLED, DSS, the LTC Ombudsman Office & DDSN, clarity was received regarding the roles and responsibilities of each agency.

As a result, draft modifications to the above-referenced Abuse, Neglect & Exploitation policy have been made regarding the following:

**DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

**1**

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

**DISTRICT II**

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

1. Clarifying what constitutes an employee against whom abuse has been substantiated by specifically identifying which agency determines whether abuse has occurred.
2. Clarifying the LTC Ombudsman's role once SLED vets a case to their Office. A new directive outlining The Long Term Care Ombudsman's responsibilities has been developed - 534-03-DD.
3. Clarifying what is meant by "under the direct supervision of an agency employee or contracted employee."
4. Clarifying when a reinstatement request of an employee can be made.
5. Clarification of "Appropriate State Investigative Authority."
6. Clarification of DSS-APS role in the Abuse Investigative Process.
7. Adding that DSN Boards and private qualified providers (not Regional Centers) may allow an employee on leave without pay for an allegation of abuse to use their annual and/or sick leave while the case is being investigated, if the Boards'/Qualified Provider's HR policy allows for such action. However, if and when, the employee is cleared of the allegation against them and returns to work, the Board/Qualified Provider must reinstate the employee's hours of leave used.

Please send me your questions, comments and changes to [klacy@ddsn.sc.gov](mailto:klacy@ddsn.sc.gov) or feel free to call me at (803) 898-9686. The comment period ends November 15, 2010.

Thank you for what you do everyday to support people with disabilities and special needs.